

Date/Time Stamp:

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PUBLIC RECORDS

2018 APR -4 PM 1:00

Employee Post-Travel Disclosure of Travel Expenses

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

United Nations Foundation

Private Sponsor(s) (list all): _____

Travel date(s): Saturday, March 24 - Saturday, March 31, 2018

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate	\$6005	\$1,344	\$592.50	\$331 for visa processing
<input type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Please see itinerary provided by UN Foundation

4/4/18
(Date)

William Scheffer
(Printed name of traveler)


(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

4/4/18
(Date)


(Signature of Supervising Senator/Officer)

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

ETHIC FEB20'18AM 9:16

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

William Scheffer

Name of Traveler: _____

Senator Jeanne Shaheen

Employing Office/Committee: _____

Private Sponsor(s) (list all): United Nations Foundation

Travel date(s): Saturday, March 24 - Saturday, March 31, 2018

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Monrovia, Liberia and Abidjan, Cote d'Ivoire

Explain how this trip is specifically connected to the traveler's official or representational duties:

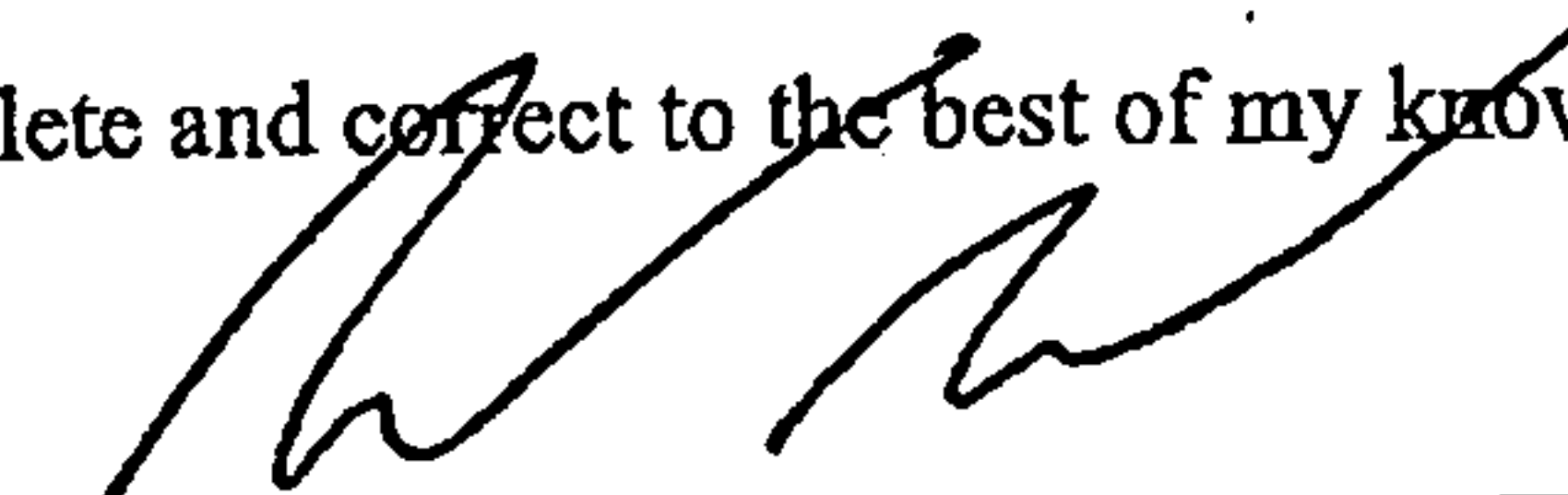
As Senator Shaheen's foreign relations Legislative Assistant, I am responsible for issues related to her assignments on both the Senate Foreign Relations Committee as well as the Senate Appropriations Subcommittee on State and Foreign Operations. These two committees authorize and resource U.S. contributions to the United Nations, including UN Peacekeeping Activities. This trip is an opportunity to see first-hand the relative success of UN development and peacekeeping missions in Liberia and Cote d'Ivoire.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

2/20/18
(Date)


(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Jeanne Shaheen

William Scheffer

I, _____ hereby authorize _____
(Print Senator's/Officer's Name) (Print Traveler's Name)

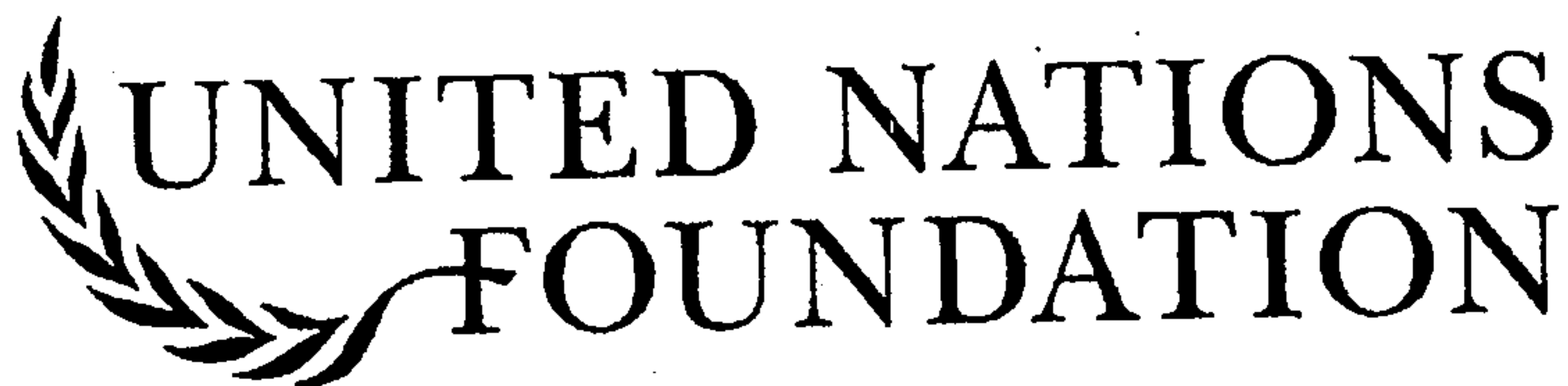
an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

2/20/18
(Date)


(Signature of Supervising Senator/Officer)

Form RE-1



February 13, 2018

Mr. Will Scheffer
Office of Senator Jeanne Shaheen
Hart Senate Office Building 506
Washington, DC 20510

Dear Will,

On behalf of the United Nations Foundation, I'm writing to invite you to join a congressional learning trip to observe UN peacekeeping and peacebuilding operations in Liberia and Côte d'Ivoire on **Saturday, March 24 – Saturday, March 31, 2018.**

As you probably know, the UN has played an essential role in helping stabilize and rebuild the Mano River Basin following years of war and volatility. Now, with far-reaching successes in the region, the UN has begun to reduce its peacekeeping footprint in West Africa, providing a rare opportunity for policymakers to examine the lessons learned after more than a decade of international sacrifice and determination.

In Côte d'Ivoire, UNOCI helped broker peace between rebel groups and the government, facilitated the delivery of humanitarian aid, conducted free and fair elections, and facing a torrent of violence following a presidential vote in 2010, honorably protected the country's democratically elected leader. In neighboring Liberia, UNMIL successfully delivered peace to a country in total disarray following years of brutal civil war. Over the lifespan of its mandate, the UN helped rebuild the shattered Liberian government, trained thousands of local police officers, and assisted with the elections that led to the election of Africa's first female head of state. And, in the truest sign yet of the mission's success, Liberia marked a new milestone of stability earlier this month when the country experienced its first peaceful transfer of power since 1944.

This trip is an unrivaled opportunity to see these successes up close and learn more about the UN's transition plan for Liberia and Côte d'Ivoire, including how the U.S. and UN are working together to ensure the two nations have the resources necessary to maintain the progress that's been made.

We would be honored if you would consider joining us on this unique educational experience, which will include visits to both Monrovia and Abidjan over the course of eight days (inclusive of all travel). If you are interested, I would be happy to come by your office and discuss the trip with you in more detail. Please be advised that our deadline for final RSVPs is Monday, Feb. 19.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Peter Yeo".

Peter Yeo
Senior Vice President of Public Policy and Advocacy
United Nations Foundation

20180301 15:00:00

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): United Nations Foundation
2. Description of the trip: Please see attached.
3. Dates of travel: Saturday, March 24 - Saturday, March 31, 2018
4. Place of travel: Monrovia, Liberia and Abidjan, Cote d'Ivoire
5. Name and title of Senate invitees: Please see attached.
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

OR

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

OR

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The UN Foundation is the sole sponsor of the trip, organizing all aspects of the program and logistics. UNF handles all outreach to congressional staff and is the contact for planning purposes.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
Please see attached.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

UNF frequently sponsors congressional learning trips to observe the UN's work abroad. From 2013-2017, UNF organized trips to Cameroon, Liberia, Haiti, South Sudan, Rwanda, DR Congo, and the Central African Republic, for example. Each trip focused on issues related to global health or peacekeeping.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

UNF regularly hosts/sponsors Capitol Hill briefings, forums, and related events to educate policymakers, businesses, NGOs, and the general public on the UN's role in advancing American interests abroad.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$5,353 (airfare from DC to Liberia and from Cote d'Ivoire to DC)	\$600 (Liberia)	\$285 (Liberia)	\$181 (Liberia visa fee)
<input type="checkbox"/> Actual Amounts	\$352 (airfare from Liberia to Cote d'Ivoire) \$300 ground transportation = \$600 total	\$744 (Cote d'Ivoire) = \$1,344 total	\$307.50 (Cote d'Ivoire) = \$592.50 total	\$150 (Cote d'Ivoire visa fee) = \$331 total

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves an event that is arranged specifically WITH regard to congressional participation.

18. Reason for selecting the location of the event or trip

Please see attached.

19. Name and location of hotel or other lodging facility:

Mamba Point Hotel - United Nations Drive, Monrovia, Liberia

Hotel Novotel Abidjan - 10 Avenue du General de Gaulle Plateau, Abidjan, Cote d'Ivoire

20. Reason(s) for selecting hotel or other lodging facility:

Favorable price, location, and security concerns.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Our daily expenses will be at the State Department's 2018 per diem rates for Monrovia, Liberia (\$95 for M & IE and \$200 for lodging) and Cote d'Ivoire (\$123 for M & IE and \$248 for lodging).

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

The delegation will fly either business or economy roundtrip from DC to Monrovia/Abidjan. They will fly economy from Monrovia to Abidjan. Our expense estimate reflects business prices for flights in/out of DC.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: 

Name and Title: Peter Yeo, Senior Vice President of Public Policy and Advocacy

Name of Organization: United Nations Foundation

Address: 1750 Pennsylvania Ave NW Suite 300

Telephone Number: 202-887-9040

Fax Number: 202-887-9021

E-mail Address: mspangler@unfoundation.org

UN Foundation Peacekeeping Learning Trip to Liberia and Côte d'Ivoire

Answers to Questions 2, 5, 13, and 18

2. Description of the trip:

The United Nations has played an essential role in helping stabilize and rebuild the Mano River Basin following years of war and volatility. Now, with far-reaching successes in the region, the UN has begun to reduce its peacekeeping footprint in West Africa, providing a rare opportunity for policymakers to examine the lessons learned after more than a decade of international sacrifice and determination.

In Côte d'Ivoire, UNOCI helped broker peace between rebel groups and the government, facilitated the delivery of humanitarian aid, conducted free and fair elections, and facing a torrent of violence following a presidential vote in 2010, honorably protected the country's democratically elected leader. In neighboring Liberia, UNMIL successfully delivered peace to a country in total disarray following years of brutal civil war. Over the lifespan of its mandate, the UN helped rebuild the shattered Liberian government, trained thousands of local police officers, and assisted with the elections that led to the election of Africa's first female head of state. And, in the truest sign yet of the mission's success, Liberia marked a new milestone of stability earlier this month when the country experienced its first peaceful transfer of power since 1944.

This trip will allow participants to see these successes up close and learn more about the UN's transition plan for Liberia and Côte d'Ivoire, including how the U.S. and UN are working together to ensure the two nations have the resources necessary to maintain the progress that's been made.

5. Name and title of Senate invitees:

Ryan Doherty, Policy Advisor
Sen. Chris Coons

Ryan Evans, Legislative Assistant
Sen. Johnny Isakson

Laura Updegrove, Legislative Assistant
Sen. Jeff Merkley

Oumou Ly, Legislative Assistant
Sen. Charles Schumer

Will Scheffer, Legislative Assistant
Sen. Jeanne Shaheen

Amber Bland, Legislative Assistant
Sen. John Barrasso

Colleen Donnelly, Legislative Assistant
Sen. Jeff Flake

Vernon Davis, Legislative Assistant
Sen. Rand Paul



Peacekeeping Training Trip to Liberia & Côte d'Ivoire
March 24-31, 2018

****All Times Local****

Monrovia/Abidjan +5 hours from Washington, D.C.

Saturday, March 24 - Travel

Attire: Casual.

2:50pm	Arrive at Dulles International Airport (IAD), check-in for flight
5:50pm	Depart IAD via Brussels 516

Sunday, March 25 - Travel/Monrovia

Attire: Casual.

7:25am	Arrive Brussels International Airport (BRU)
12:10pm	Depart BRU via Brussels 241
7:05pm	Arrive Roberts International Airport (ROB) <i>Transfer to hotel, check-in Room service dinner</i>
Overnight	Mamba Point Hotel United Nations Drive Monrovia, Liberia Phone: (+231) 5929292 (+231) 5939393

Monday, March 26 - Monrovia

Attire: Business.

7:30am – 8:00am	Breakfast <i>Mamba Point Hotel</i>
8:00am – 8:30am	Transfer to UNMIL HQ
8:30am – 9:15am	Meeting with Farid Zarif, Special Representative of the Secretary General & UNMIL Leadership to learn about the UN Peacekeeping Mission in Liberia. <i>UNMIL HQ Pan African Plaza, Tubman Boulevard, 1st Street</i>
9:15am – 10:20am	Meeting with UN Country Team (Representatives from the UN Development Programme, UNICEF, UN Population Fund, World Health Organization, and

World Food Programme) to learn about the work of UN agencies in support of sustaining peace in Liberia.

UNMIL HQ Pan African Plaza, Tubman Boulevard, 1st Street

10:20am – 11:05am

Transfer to West Point

11:05am – 12:00pm

Visit UNICEF programming which support at risk youth in West Point neighborhood.

UNICEF Monrovia Office

12:00pm – 12:30pm

Transfer to World Health Organization (WHO) Office

12:30pm – 1:30pm

Meeting with Liberian healthcare workers and WHO staff to discuss Liberian government's Ebola response and local health infrastructure with CDC and USAID officials.

WHO Office

1:30pm – 2:00pm

Transfer to Lila Brown Restaurant

2:00pm – 3:00pm

Lunch

Lila Brown Restaurant

3:00pm – 3:30pm

Transfer to Liberia Peacebuilding Office

3:30pm – 4:30pm

Meeting with youth leaders and officials from the Liberian Ministry of Youth to learn about the UN Peacebuilding Fund. The UN Peacebuilding Fund supports programs to build capacities of youth leaders involved in peacebuilding, social cohesion in communities, and violence reduction.

Liberia Peacebuilding Office/UN Peacebuilding Fund Secretariat

4:30pm – 5:00pm

Transfer to U.S. Embassy

5:00pm – 6:00pm

Meeting with U.S. Ambassador Christine Elder & U.S. Country Team. This meeting works to highlight U.S. priorities in Liberia.

U.S. Embassy

6:00pm – 6:20pm

Transfer to Mamba Point Hotel

6:20pm – 7:00pm

Executive Time

7:00pm – 9:00pm

Dinner with Ambassador Ingrid Wetterqvist, Swedish Ambassador to Liberia and Ambassador Christine Elder, U.S. Ambassador to Liberia. This dinner discussion will focus on Sweden's role as the Chair of the UN Peacebuilding Commission for Liberia. In addition, the Ambassador Elder will discuss the U.S. – UN partnership in support of Liberia.

Regazzi Restaurant, Mamba Point Hotel

Overnight

Mamba Point Hotel

Monday, March 22, 2010

Attire: Business Casual

6:45am – 7:30am	Breakfast <i>Mamba Point Hotel</i>
7:30am – 8:30am	Transfer to Tubmanburg Superintendent's Office
8:30am – 9:10am	Meet with County Superintendent who will highlight UNMIL's contribution in the region and will guide us during our visit. <i>Tubmanburg Superintendent's Office, Capital of Bomi County, northwest of Monrovia</i>
9:10am – 9:30am	Transfer to Tubmanburg Central Prison
9:30am – 10:00am	Tour of Corrections Facility with Prison Superintendent. This meeting will highlight UNMIL support in training the corrections officers and the building of the infrastructure. <i>Tubmanburg Central Prison</i>
10:00am – 10:20am	Transfer to Circuit Court
10:20am – 11:00am	Visit Circuit Court and meet with local judges. This meeting will discuss UNMIL support for justice system including training local judges. <i>Bomi County Courthouse</i>
11:00am – 11:15am	Transfer to Bomi County Women's Center
11:15am – 12:15pm	Meet with local civil society in Bomi County. This meeting will be with traditional leaders and local civil society in the region to discuss the future of Liberia after UNMIL departs at the end of the month. Women leaders will be highlighted during the discussion. <i>Bomi County Women's Center</i>
12:15pm – 1:30pm	Transfer to Golden Beach Restaurant
1:30pm – 2:45pm	Lunch and refresh <i>Golden Beach Restaurant</i>
2:45pm – 3:15pm	Transfer to UNMIL HQ
3:15pm – 4:30pm	Presentation and meeting on Joint Rule of Law Programme <i>UNMIL HQ Pan African Plaza, Tubman Boulevard, 1st Street</i>
4:30pm – 4:45pm	Transfer to Mamba Point Hotel
4:45pm – 7:00pm	Executive Time

7:00pm – 9:00pm Dinner with UNMIL and U.S. Embassy leadership. This dinner is an opportunity to mark the closing of the UNMIL at the end of the mission and will focus on the U.S. – UN partnership in Liberia.
Regazzi Restaurant, Mamba Point Hotel

Overnight Mamba Point Hotel

Wednesday, March 28 – Monrovia/Travel/Abidjan

Attire: Business.

7:00am – 7:30am Breakfast (Bring luggage to the lobby)
Mamba Point Hotel

7:30am – 8:00am Transfer to Liberia National Police HQ

8:00am – 9:00am Meeting with the Liberian Police Chief, Mr. Patrick Toe Sudue. The Chief will discuss how the U.S. and UN were critical partners in rebuilding the Liberian National Police force after the conflict.
Liberia National Police HQ

9:00am – 9:30am Transfer to Executive Mansion

9:30am – 10:30am Meeting with the President of Liberia, Mr. George Manneh Weah. The purpose of the meeting is to gain a better understanding of the President's priorities and how the U.S. and UN can support his agenda.
Executive Mansion

10:30am – 11:15am Transfer to Eternal Love Winning Africa (ELWA) Hospital

11:15am – 12:15pm Tour ELWA Hospital, speak with health care workers and Ebola survivors. This was the site of the largest Ebola Treatment Unit in Liberia during the crisis and the facility continues to operate a clinic for Ebola survivors.
ELWA Hospital

12:15pm – 1:00pm Transfer to Farmington Hotel

1:00pm – 1:55pm Lunch
Farmington Hotel

1:55pm – 2:00pm Transfer to Roberts International Airport (ROB)

4:00pm Depart Monrovia via Air Cote d'Ivoire HR 751

5:50pm Arrive Félix-Houphouët-Boigny International Airport (ABJ)

6:30pm – 7:00pm Transfer to Hotel Novotel Abidjan

7:00pm – 7:30pm	Executive Time
7:30pm – 9:00pm	Dinner with UN Agency and U.S. Embassy staff to discuss the latest political and socioeconomic issues facing Cote d'Ivoire, including an update on sustainable development, security sector reform, and rule of law efforts. <i>Hotel Novotel Abidjan</i>
Overnight	Hotel Novotel Abidjan 10 Avenue du General de Gaulle, Plateau Abidjan, Côte d'Ivoire Phone: +225 20 31 80 00

Thursday, March 22 – Abidjan

7:30am – 8:00am	Breakfast <i>Hotel Novotel Abidjan</i>
8:00am – 8:30am	Transfer to UNDP Office
8:30am – 9:00am	Security Team Briefing with UN Department of Security & Safety. The UNDSS will provide analysis on Cote d'Ivoire's current security situation. <i>UNDP Office</i>
9:00am – 10:30am	Briefing with UNDP Resident Coordinator and UN agencies (Representatives of the UN Development Program, UN Women, UNICEF, UN Population Fund, UN Refugee Agency, International Organization for Migration, and the Food and Agriculture Organization of the United Nations) to learn about how UN agencies support sustainable peace in Cote d' Ivoire. <i>UNDP Office</i>
10:30am – 11:00am	Transfer to U.S. Embassy
11:00am – 12:00pm	Meet with Katherine Brucker, Chargé d'Affaires, U.S. Embassy in Cote d'Ivoire & Country Team to discuss U.S. priorities in Cote d' Ivoire. <i>U.S. Embassy</i>
12:00pm – 12:30pm	Visit women's craft fair and hear from women entrepreneurs. The U.S. Embassy is hosting local women entrepreneurs for a craft fair to learn more about Monrovia's local economy, the role UNOCI has played in helping normalize business operations in the country, and ongoing challenges facing female entrepreneurs. <i>U.S. Embassy</i>
12:30pm – 12:45pm	Transfer to Aboussouan Restaurant
12:45pm – 1:30pm	Lunch <i>Aboussouan Restaurant</i>

1:30pm – 1:45pm	Transfer to site visit UNDP & Peacebuilding Fund Programs
1:45pm – 3:00pm	A year after peacekeepers have left, the UNDP and UN Peacebuilding Fund continue to promote the gains of the mission by supporting programs like the gender desk at the local police stations. Gender desks work to address sexual gender based violence and are a resource for victims. The delegation will meet with UN and local police officers about the work of the gender desk. <i>Peacebuilding Fund Program Office</i>
3:00pm – 3:15pm	Transfer to Réseau Paix et Sécurité des Femmes de l'Espace Communauté Economique des Etats de l'Afrique de l'Ouest (REPSFECO) Office
3:15pm – 4:15pm	Meet with Salimata Porquet, founder of REPSFECO, a women's civil society organization that supports various peacebuilding initiatives and was critical in engaging women and youth during the elections. <i>REPSFECO office</i>
4:15pm – 4:30pm	Transfer to African Development Bank <i>ADB Office</i>
4:30pm – 5:30pm	The meeting with African Development Bank leadership will discuss its work to spur sustainable economic development and social progress in Africa, thus contributing to all 16 of the UN's Sustainable Development Goals. Specifically, this meeting will discuss how ADB is working to support economic growth in Cote d' Ivoire and reduce poverty in the country. <i>ADB Office</i>
6:00pm – 6:30pm	Transfer to Hotel Novotel Abidjan
6:30pm – 7:00pm	Executive Time
7:00pm – 9:00pm	Dinner with the M'Baye Babacar Cisse, UNDP Resident Coordinator and Katherine Brucker, Chargé d'Affaires, U.S. Embassy in Cote d'Ivoire to discuss the U.S. and UN partnership in Cote d' Ivoire. <i>Hotel Novotel Abidjan</i>
Overnight	Hotel Novotel Abidjan

Friday, March 30 – Abidjan Travel

Attire: Business casual.

8:00am – 8:45am	Breakfast <i>Hotel Novotel Abidjan</i>
9:00am – 9:15am	Transfer to Executive Office of the President

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9:15am – 11:30am	Meet with Minister Patrick Achi, Secretary General to President of Cote d'Ivoire and Fidel Sarassoro, Chief of Staff to the President to discuss the priorities of the Cote d'Ivoire and how the U.S. and UN can support their agenda. <i>Executive Office of the President</i>
11:30am – 12:00pm	Transfer to World Cocoa Federation Abidjan Office
12:00pm – 1:30pm	Lunch Briefing by World Cocoa Federation – Cote d'Ivoire Team Cote d'Ivoire is the world's largest cocoa producer and the UN has been vital to creating the stability necessary to continue and expand cocoa production in the country – much of which is exported to the United States. A representative from Mars Corporation's local Abidjan office will also be in attendance to discuss the chocolate manufacture's Sustainable Cocoa Initiative – an effort to support small farmers, increase production/local profits, grow the Ivoirian economy, and protect the environment. This meeting will highlight how cocoa production in Cote d'Ivoire contributes to the U.S. economy and American jobs. <i>World Cocoa Federation Abidjan Office Rue J 153, Lot 23, Ilot 3215</i>
1:30pm – 1:45pm	Transfer to site visit
1:45pm – 3:00pm	Visit to USAID project which highlights U.S. and UN partnership on the ground specifically on security sector reform.
3:00pm – 3:15pm	Transfer to West African Network for Peacebuilding Office
3:15pm – 4:15pm	Meet with West African Network for Peacebuilding – Cote d'Ivoire. This is a meeting with local youth leaders working on peacebuilding. <i>West African Network for Peacebuilding Office</i>
4:15pm – 4:45pm	Transfer to Hotel Novotel Abidjan
4:45pm – 5:45pm	Executive Time
5:45pm – 6:00pm	Bring luggage to lobby
6:00pm	Depart for Félix-Houphouët-Boigny International Airport (ABJ)
8:00pm	Informal debrief and lessons learned
10:00pm	Depart ABJ via Brussels 286

Sunday, May 10, 2009 – Travel

6:40am	Arrive Brussels International Airport (BRU)
10:15am	Depart BRU via Brussels 515

Arrive Dulles International Airport (IAD)

8

1